



# CITY OF HOUSTON

## Job Posting

	AP
1	<div><div>Applications accepted from:</div><div>ALL PERSONS INTERSTED</div></div>
2	<div><div>Job Classification</div><div>ASSISTANT P. W. OPERATIONS MANAGER</div></div>
3	<div><div>Posting Number</div><div>PN# 111929</div></div>
4	<div><div>Department</div><div>Department of Public Works &amp; Engineering</div></div>
5	<div><div>Division</div><div>Public Utilities Division</div></div>
6	<div><div>Section</div><div>Wastewater Operations Branch</div></div>
7	<div><div>Reporting Location</div><div>611 Walker*</div></div>
8	<div><div>Workdays &amp; Hours</div><div>M - F, 7:30 a.m. – 4:30 p.m.*</div></div> <div>*Subject to change</div>
9	<div><div>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</div><div>Assist in enacting policy; develops, maintains and interprets branch and/or division policy. Plans, organizes schedules, directs, and reviews various operations, facilities and personnel. Coordinates work of sections and work cooperatively with other divisions, outside agencies, committees and civic associations. Reviews and critiques methods and procedures regularly to maintain and improve efficient area operations. Evaluates individual and group performance and makes or recommends needed improvements. Maintains current knowledge of technological and legislative changes, which affect specific activities and initiates actions made necessary by such changes. Maintains records and reports of work scheduled and accomplished. Provides input for decision-making and planning. Implements emergency preparedness plan and gives personal attention to emergency and special problems; responds to complaints or inquiries from the public, City officials or agencies. Oversees preparation of purchase orders, researches to determine specifications, contacts and discusses needs with vendors. Identifies need for supply agreements; forecasts supply needs to ensure availability.</div></div>
10	<div><div>WORKING CONDITIONS</div><div>This position is physically comfortable; the individual has discretion about walking, standing, etc. There Are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.</div></div>
11	<div><div>MINIMUM EDUCATIONAL REQUIREMENTS</div><div>Requires the ability and knowledge for analysis and interpretation of procedures, policies and practices attainable through specific education and/or training programs in a specialty or technical field. Requires advanced vocational or electronic skills or basic knowledge of a professional field. An Associate's degree or certification/licensing in a technical specialty program of over 18 months and up to 3 years duration are characteristic of this level.</div></div>
12	<div><div>MINIMUM EXPERIENCE REQUIREMENTS</div><div>Six (6) years of experience closely related to the activities of the branch or division are required. Texas Class "B" Water or Wastewater Operator's certificate appropriate to position location may be required. i.e. operation and maintenance of wastewater and sludge disposal facility.</div></div>
13	<div><div>MINIMUM LICENSE REQUIREMENTS</div><div>Requires a valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).</div></div>
14	<div><div>PREFERENCES</div><div>Preference will be given to applicants with a Class "A" License in Wastewater Treatment</div></div> <div><div>SELECTION/SKILLS TEST REQUIRED</div><div>None</div><div>However, the Department may administer a skill assessment evaluation.</div></div> <div><div>SAFETY IMPACT POSITION</div><div><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</div><div>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.</div></div>
17	<div><div>SALARY INFORMATION</div><div>Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:</div><div><div>Salary Range - Pay Grade 26</div><div>\$1,973 - \$2,337 Bi-weekly      \$51,298 - \$60,762 Annually</div></div></div>
18	<div><div>OPENING DATE</div><div>July 12, 2006</div></div>
19	<div><div>CLOSING DATE</div><div>Open Until Filled</div></div>
20	<div><div>APPLICATION PROCEDURES</div><div>Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. <b>Our Telephone Device for the Deaf (TDD) Phone Number is (713) 837-9471. For application status inquiries, please call (713) 837-0871. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b></div><div>An equal opportunity employer</div></div>